

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

December 5, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**AWARD OF CUSTODIAL SERVICES CONTRACT (AREA 4)
FOR THE COUNTY OF LOS ANGELES PUBLIC LIBRARY
(DISTRICTS 1,2,3,4) (3-VOTE MATTER)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Make a finding that services can be performed more economically by an independent contractor.
2. Approve and instruct the Chair to sign a four-year agreement with Pacific Sun Maintenance Co., Inc. at an annual cost of \$176,800 for provision of custodial services in the Public Library's Area 4, effective February 1, 2003 through January 31, 2007.
3. Authorize the contractor to proceed with the work in accordance with the contract's specifications, terms, conditions, and requirements.
4. Authorize the County Librarian to sign agreement modifications created by increases or decreases in the number of facilities over the term of the contract, and to sign monthly extensions as set forth in the contract for a period not to exceed six months, if needed.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

This is to recommend that the Board approve the award of a contract for custodial services to Pacific Sun Maintenance Co., Inc. (Pacific Sun) as part of a continuing effort by the Department to provide the best possible service to the public at the lowest responsible cost. This recommendation is submitted based upon a finding that the provision of custodial services for the affected County facilities can be performed more economically by an independent contractor.

The recommended contract award is needed to continue the provision of custodial services at fourteen (14) libraries located in the Public Library's Custodial Area 4 (West County area) as detailed in Attachment A. The current contract will expire on January 31, 2003.

Implementation of Strategic Plan Goals

Approval of the recommended award is consistent with the County's Strategic Plan in the areas of service excellence, fiscal integrity, and organizational effectiveness.

FISCAL IMPACT/FINANCING

The recommended contractor's annual cost of \$176,280 represents a cost savings of \$72,147 (29%) over the estimated County cost (including start-up costs) to perform similar services for the first year. These cost savings are calculated based on the Revised Proposition A Contract Cost Format developed by the County Auditor-Controller's guidelines. The proposed contract does not include any cost-of-living increases. The Auditor-Controller has reviewed and approved these calculations.

The cost for this contract will be paid from existing funds included in the Department's operating budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Under the provisions of Section 2.121.250 through Section 2.121.420 of the Los Angeles County Code as amended, proposals were solicited for the provision of custodial services in the Public Library's Custodial Service Area 4. All requirements of County Code Section 2.12.380 have been met and there is no conflict of interest as specified in County Code Section 2.121.295. On final analysis and consideration of an award, the contractor was selected without regard to gender, race, color, creed, or national origin.

This contract is in compliance with the mandatory living wage requirements as set forth in Los Angeles County Code Chapter 2.201 (Living Wage Program). The Department has evaluated and determined that the contractor fully complies with the requirements of the Living Wage Program and agrees to pay its full-time employees providing County services a living wage.

The contract includes all currently required provisions and has been properly executed by the contractor. County Counsel has approved this contract as to form.

CONTRACTING PROCESS

On May 14, 2002, proposals were solicited from the Public Library's proposers list, which includes contractors listed on the County's Office of Affirmative Action Compliance Community Business Enterprise (CBE) Database. Advertisements were placed in the Los Angeles Times, The Sentinel, and a chain of bilingual community ethnic newspapers published by The Eastern Group. The solicitation information was also made available to prospective contractors on the Internet through the County of Los Angeles web site. The CBE information is summarized on the attached documents.

The mandatory proposers conference was held on May 31, 2002. Contractors were informed of the County's Living Wage Program and Contractor Responsibility and Debarment provisions. A total of fourteen proposals were received by the Public Library on July 22, 2002. Eight proposals were non-responsive, and the Public Library reviewed and evaluated six proposals. The committee's evaluation was based on criteria described in the solicitation document, which included cost-effectiveness, business experience, financial resources, compliance with the Living Wage Program, ability to perform the work, and cost to the County.

The Department determined, through the Request for Proposals process, that these services can be performed more economically by an independent contractor, and recommends awarding a contract to Pacific Sun. The County Auditor-Controllers office has reviewed and approved the Department's Avoidable Cost Analysis.

The Department is recommending that this work be awarded to Pacific Sun, who was highest ranked overall and was very strong in the following areas: standard services, work plan, statement of qualifications, and experience. The recommended contractor proposed the second lowest cost and had the most responsive and responsible proposal.

The Public Library has reviewed available resources to review and assess the proposed contractors past performance, history of labor law violations, and any negative experiences with County contracts.

The State Labor Commissioners Office reports finding no labor/wage violations. Pacific Sun will pay its employees a living wage of not less than \$9.46 per hour. Pacific Sun also provides employees with paid sick, holidays, ten days of paid annual vacation and on an annual basis a minimum of five days of regular pay for actual jury service for full time employees. The Proposition A Contracting - Employee Wages & Benefits form summarizing and comparing the Contractors wages and benefits to those of the County is attached.

Pacific Sun has certified that it will comply with all terms, conditions, and requirements of the County's Living Wage Program. The Contractor agrees to notify and assist its employees with the Federal Earned Income Tax Credit application process. Pacific Sun completed and submitted the Principal Owner Information form and the Child Support Compliance Program Certification form to the Child Support Services Department as required by the County's Child Support Compliance Program.

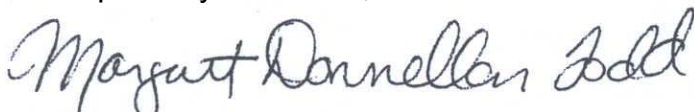
IMPACT ON CURRENT SERVICES

Award of this contract will allow the Public Library to continue providing custodial services without interruption to the affected library facilities.

CONCLUSION

The custodial services provided under the recommended contract are essential to Public Library operations at the affected facilities.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Margaret Donnellan Todd". The signature is fluid and cursive, with the first name "Margaret" being the most prominent.

Margaret Donnellan Todd
County Librarian

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Attachments

- c: Chief Administrative Office
- County Counsel
- Executive Office, Board of Supervisors
- Auditor-Controller
- Office of Affirmative Action Compliance